



STEVEN M. FULOP
MAYOR OF JERSEY CITY

CITY OF JERSEY CITY DEPARTMENT OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217 | F: 201 547 5022



JOANNE ROSA
DIRECTOR

Job Opening: Chief Program Nutritionist

Department: Health and Human

Services Division: Food and Nutrition

Exempt/Non-Exempt: Non-Exempt

Union/Management: Union

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: M-F, 7:30 AM to 3:00 PM or 8:30 A.M to 4:00 P.M (37 ½ hours).

Salary: \$60,000. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City is seeking a qualified, dynamic, and motivated Chief Program Nutritionist for its Women, Infants, and Children (WIC) Program. Under the direction of the WIC Coordinator, the Chief Program Nutritionist oversees the nutrition program and supervises a team of nutritionists who provide direct nutrition care and nutrition education to WIC participants.

Job Duties:

- Oversees the provision of quality nutrition education to all WIC participants.
- Supervises a team of staff nutritionists.
- Oversees the planning and implementation of nutrition staff training.
- Maintains accurate inventory of nutrition education materials.
- Submits reports and plans to the State Agency as required.
- Performs a comprehensive nutrition assessment to determine the applicant's eligibility for program benefits.
- Identifies appropriate nutrition risk and prescribes the authorized supplemental foods based on nutrition needs and participant preferences.
- Provides nutrition education responsive to the identified needs and interests of participants.
- Documents an assessment and plan of care for all WIC participants.
- Refers clients, patients, and families as appropriate to other nutrition, health, or social services agencies and maintains communication to ensure coordination and consistency of service.
- Plans, arranges, and conducts educational programs dealing with nutrition for professionals, paraprofessionals, clients, patients, and or the public.
- Writes and adapts nutrition education care plans to the educational level and specific cultural customs of participants.
- Documents in WOW computer program the nutrition risk, nutrition education contacts, assigned food packages, appropriate referrals and participant's plan.

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.



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- Gives groups and individuals instructions on subjects such as food preparation, formula preparation, food purchasing, food handling, food economics, mealtime psychology, and nutrition-related topics.
- Keeps nutritional records and updates information on participants' medical and program charts.
- Performs other duties as assigned.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

Required Educational Background: Master's degree in Food and Nutrition, Human Nutrition, Dietetics or be a Registered Dietician or eligible for registration (eligible for registration means the individual has completed the educational and experience requirements outlined by the American Dietetics Association (ADA) and only needs the opportunity to pass the examination. The verification statement for Dietetic Internship shall be submitted to the State Agency (SA).

Required Experience: Minimum one (1) year of experience of supervisory or management experience in clinical or community nutrition setting or WIC clinic.

Required License(s): Must possess a valid New Jersey Driver's License.

Preferred Skills/Qualifications: Bilingual (Spanish/English) or (Arabic/English).

Essential Skills:

- Excellent written and oral communication skills and experience presenting to groups of variable sizes.
- Strong program management, supervisory, and leadership skills.
- Exceptional interpersonal skills with the ability to work collaboratively and foster positive and professional relationships with direct reports, supervisors, clients, community, and government agencies.
- Excellent organizational, record keeping, time management, and multi-tasking skills including the ability to set priorities and be flexible to last-minute changes.
- Must have a strong commitment to nutrition education.
- Knowledge of physiology to understand the functioning of various systems of the human body such as the digestion of food, nutrient absorption and transport, and metabolism.
- Ability to apply effective administrative and management techniques, including the ability to plan, organize, and direct the work.
- Comprehensive knowledge and application of medical nutrition therapy, including interviewing and education techniques.

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- Ability to understand the individuals' psychological and social needs, developmental processes, and culturally acquired attitudes and habits.
- Ability to use computer software and applications, including Office 365 applications (Word, Excel, and PowerPoint), to share, retrieve, research, and present benefits information.

This is a Civil Service Job and you must eventually pass and qualify for the applicable Civil Service title.

To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).

Please note that this role is subject to the residency requirements set forth by the NJ First Act.

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